

FACILITIES MAINTENANCE SPECIALIST – AQUATICS

DEFINITION:

Under the general supervision of the Aquatics Recreation Supervisor, is responsible for the operation and maintenance of the Aquatics Complex pools, the maintenance and repair of buildings, furnishings and equipment including custodial maintenance, supervision of assigned building Custodian(s), and performs related work as required. This position will work in cooperation with other staff at the Aquatics Complex.

CLASS CHARACTERISTICS:

This class is responsible for a variety of functions and activities related to preventive maintenance, cleaning, repair, and operation of swimming pools, swimming pool circulation systems and filter equipment. This class will also perform skilled work in the repair and maintenance of buildings, decks, furnishings, and grounds of the Aquatics Complex. The Aquatics Facility Specialist will provide functional and technical supervision of other custodial staff assigned to the aquatics complex.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Inspects, cleans and maintains swimming pools to meet state and county standards;
2. Operates pool filters, pumps and monitors, repairs, replaces and adjusts pumps, chlorination equipment including filters, circulating pumps, chlorinators, flow meters, and valves; Backwashes, cleans swimming pool purification systems, monitors and maintains chemical testing and control equipment, replaces empty chlorine tanks, tests pool water for proper chemistry and applies chemicals as needed;
3. Brushes, skims, and vacuums pool surfaces, washes down deck areas, scrubs and cleans swimming pool tile surfaces; Performs underwater maintenance, repairing and replacing pool lights, inlet return fixtures, drain covers, and removing stains.
4. Evaluates and recommends pool supplies and equipment; orders and maintains an inventory of pool supplies;
5. Maintains accurate records in conformity with Health Department requirements;
6. Provides and/or coordinates daily maintenance of aquatics complex buildings, grounds, and furnishings including, lighting repairs, upkeep of all equipment, plumbing repairs, minor carpentry repairs, vandalism, maintenance contracts and

- provides information to the Aquatics Recreation Supervisor for budget requests;
7. Controls access to assigned facilities by opening and closing them to the public; ensures facility is secure upon closing; monitor ongoing use of the facility to ensure user compliance with all facility policies and procedures; resolve conflicts and problems that arise within area of responsibility;
 8. Works closely with Recreation Supervisor and Event Coordinator to:
 - a. Prepare schedule of routine maintenance.
 - b. Control and maintain inventories of supplies needed for facility operation.
 - c. Complete and process requisition forms.
 - d. Inspect facility before each event to ensure equipment is in proper working condition and facility is clean and ready for use.
 - e. Complete work order forms and process to proper sources to obtain needed repairs and supplies.
 - f. Oversee and provide leadership during assigned events; follow event instructions given by Event Coordinator and Recreation Supervisor.
 - g. Review event requirement plans with operations and maintenance staff; ensure that all required services are provided.
 - h. Enforce health, safety and other facility regulations.
 - i. Respond to facility user complaints and inquiries.
 9. Meets with representatives of other City departments to plan and coordinate special events and resolve maintenance problems;
 10. Analyzes custodial, maintenance and related operations and make suggestions for improvements; develop procedures and forms;
 11. Performs routine custodial tasks as required including setting up for aquatics classes and events; picking up trash; stocking and cleaning restrooms and perform routine preventive maintenance;
 12. Monitors service contracts, contractors, and consultants; review work to ensure proper completion and compliance with laws and regulations;
 13. Monitors programs and deferred maintenance funding; determine scope of project work, prepare or review estimates; request allocation of funding; prioritize projects and monitor expenditures; prepare reports on status of facility maintenance and provide customer support through enhanced communication and feedback; provide cost analysis and status of completed and projected work for City departments;
 14. Schedules, directs, and trains other custodial and temporary Aquatics Complex employees in the pool operation, maintenance, and other support duties.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. May be required to perform shift work or respond to emergency calls for repairs and service outside of scheduled work hours;
2. May act as primary facility representative;
3. Perform related work as required;
4. Travel to swimming pool and other supply stores to pick up maintenance materials and repair parts.

QUALIFICATIONS:**Knowledge of:**

1. Methods, techniques, procedures, tools, equipment and chemicals used in sanitizing, cleaning, maintaining, and repairing commercial type swimming pools;
2. Pool pump and filtering systems, chlorinators, water sterilization, pH balancing;
3. General mechanical and plumbing terminology, practices and procedures;
4. Building maintenance methods and techniques;
5. Occupational hazards and standard safety regulations and practices to be used with tools and pool chemicals;
6. Record keeping techniques;
7. Office practices, methods and equipment, including a computer.

Skill in:

1. Providing excellent customer service to the public and other City employees;
2. Training employees in work and safety procedures;
3. Communicating effectively, orally and in writing;
4. Performing maintenance and minor repairs to swimming pools, buildings and facilities;

Facilities Maintenance Assistant

5. Reviewing vendor contracts and monitoring contract compliance;
6. Operating hand and power tools competently and safely.
7. Swimming with sufficient proficiency to maintain and repair under water swimming pool drains, inlets and lights when necessary.

Ability to:

1. Effectively and efficiently clean, sanitize, and maintain a commercial type swimming pool, including performing electrical, carpentry, and painting repairs on swimming pools, swimming pool equipment, pool decks, and aquatics complex buildings and surrounding areas;
2. Safely work with machines, equipment and environmental building systems and the lubricants, solvents, chemicals and other fluids associated with maintenance and repair;
3. Perform maintenance to swimming pool equipment such as drains, lights and return inlet filters that may be located underwater;
3. Safely handle and use hazardous materials associated with commercial swimming pools;
4. Quickly learn and apply state and county regulations and local policies and procedures pertaining to the work;
5. Establish and maintain effective working relationships with those contacted in the course of the work;
6. Work independently without supervision and as a member of a team;
7. Set priorities for work completion;
8. Make sound decisions within established guidelines;
9. Travel to various sites to procure maintenance and repair supplies
8. Work inside or outside under any natural or artificial environmental conditions;

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JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of a National Pool and Spa Association or Aquatic Facility Certified Pool Operator certificate.
3. High school graduation or the equivalent.
4. Three years of increasingly responsible experience in the operation, maintenance, cleaning, and servicing of swimming pools.
5. Willingness to work out-of-doors in varying weather conditions, under water, and the physical capability for sustained walking, standing, bending/stooping, lifting, swimming, or climbing.
6. Willingness to work irregular hours, evenings, weekends and shifts and respond to emergency calls for repairs and service outside of scheduled work hours.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Calculator
3. Reports, forms, pencils and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Telephone
8. Keys to City locks
9. Beeper
10. Gasoline pumps
11. Swimming pool and pool deck cleaning and maintenance equipment
12. Hazardous materials associated with maintenance of commercial type swimming pools
13. Miscellaneous hand tools
14. Power tools
15. Personal protective equipment and gear such as safety masks, safety glasses, gloves, hats etc.

PHYSICAL DEMANDS:

Facilities Maintenance Assistant

1. Walking
2. Speaking/Hearing
3. Seeing
4. Standing
5. Climbing
6. Lifting up to 50 lbs.
7. Mobility
8. Bending/stooping
9. Crawling
10. Swimming
11. Working at heights

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 20% of the time;
pool pump room 25% of the time.
2. Travel: varying conditions, 5% of the time
3. Noise level: conducive to office setting or moderate to high equipment noise
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions, 50% of the time, (working underwater on rare occasions)
2. Noise level: varying low to high equipment and human noise
3. Flooring: asphalt, gravel, grass, dirt, rock, stairs, wet surfaces, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: exposure to electrical wiring and mechanical hazards, swimming pool filtering/sanitizing equipment and chemicals